Organizational Setting and Work Relationships

The Senior Protection Assistant is a member of the Refugee Status Determination (RSD) team. S/he is responsible for supporting all activities related to the processing of refugee claims in the Operation.

The Senior Protection Assistant provides counselling to, and responds to queries from, asylum seekers and refugees regarding UNHCR's RSD procedures, their rights and obligations, including towards the host authorities, and the status of the processing of their claims. In discharging these responsibilities, the Senior Protection Assistant liaises closely with Registration, Community Services, Resettlement, and other Protection staff.

The Senior Protection Assistant is responsible for conducting COI and other research related to RSD and maintaining the Operation's local repository of relevant information, guidelines and standards. S/he assists in drafting RSD Assessments and compiling and analysing information related to the RSD activities of the Operation, and in drafting related correspondence and reports. Senior Protection Assistant may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

Duties

Accountability (key results that will be achieved)

- The protection of populations of concern is met through the application of International and National Law relevant UN/UNHCR protection standards and IASC principles.
- Protection activities are guided by the UNHCR country protection strategy.
- The participation of persons of concern is facilitated through supporting participatory, rights and community-based approaches.
- Support is provided to identify and report protection incidents.

Responsibility (process and functions undertaken to achieve results)

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Provide counselling on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Support activities in protection related AGD based programming with implementing and operational partners.
- Conduct preliminary information gathering and interviews in support of eligibility, status determination, durable solutions and social needs assessment.
- Contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy.
- Contribute to a country-level education plan for persons of concern as part of the protection strategy.
- Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Participate in individual protection case management including cases of SGBV and child protection. Monitor and report on cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for persons of concern in voluntary repatriation, local integration and where appropriate, resettlement.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
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- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics for the protection unit / section.
- Contribute to initiatives to enhance national and local protection capacities.

Authority (decisions made in executing responsibilities and to achieve results)
- Select persons of concern for preliminary interviews and decide which relevant information to share.
- Enforce integrity in the delivery of protection services by local implementing partners.

Minimum Qualifications
- 5 years relevant experience with High school diploma.
- Knowledge of English and/or UN working language of the duty station if not English.

Competency Requirements

Managerial Competencies
- Empowering and Building Trust
- Managing Resources

Cross-Functional Competencies
- Analytical Thinking
- Political Awareness
- Stakeholder Management

DESIRABLE QUALIFICATIONS & COMPETENCIES
- Good computer skills.
- Completed Protection Learning Programme.

HOW TO APPLY
- Interested candidates are to complete, sign and submit the new Personal History Form (Nov 2017 version) which includes a Letter of Interest for the specific position prior to the closing date of the vacancy notice through UNHCR Egypt's recruitment portal: https://www.unhcr.org/eg-jobs/
- Shortlisted applicants might be required to sit for a written examination and will have to undergo an oral interview. Only short-listed applicants will be contacted.
- Only Egyptian national or legal residence of the country can apply, relocation entitlements do not apply.
- UNHCR follows a strict non-smoking environment policy.
- UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees)

The new Personal History Form is available in the recruitment portal including a supplementary sheet. The personal history form will need to be duly completed with up to date information and signed. Applications missing any of the above elements, will unfortunately not be considered.